

## GUAM REGIONAL TRANSIT AUTHORITY

Eddie Baza Calvo, Governor  
Raymond S. Tenorio Lt. Governor

P.O. Box 2896  
Hagatna, GU 96932

Phone: (671) 475-4686 or 4616  
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### REGULAR BOARD OF DIRECTORS MEETING

Agenda, June 17, 2013

4:30PM

GRTA Conference Room  
Administration Building, Hagåtña, Guam

- 
- I. **Call to Order** – Mr. Chairman
  - II. **Roll Call** – Board of Directors (Members)
  - III. **Public Comments** – 15 minutes time limit
  - IV. **Approval of Minutes** – May 20, 2013
  - V. **Old Business** –
    1. Recruitment of Executive Manager
    2. Update of the VTCLI grant "One Call / One Click" Center
    3. Status on Fiscal Year 2013 Budget
    4. Bi-Weekly SOP on Transit (Bus) Procurement
    5. Bi-Weekly SOP on IFB (Invitation For Bid) for GRTA Service Contract
    6. Status on GRTA Office Space / Bus Parking
    7. Board Vacancies
    8. Status on recruitment of Attorney – MOU
    9. Advisory Committee
    10. Transit Shelter Tumon and Islandwide
  - VI. **New Business** –
    1. GCC plans to make Sesame Street One-Way access from Corten Torres Street
    2. Request for reinstatement for "Program Coordinator II"
    3. Trip Report (Written / Schedule working session with staff)
      - Rally Pilipina, Planner II
      - Rudy Cabana, Interim Executive Manager
    4. Information update on Symposium
  - VII. **Executive Session**
  - VIII. **Announcement**
    - BOD respond/acknowledge emails
  - IX. **Adjournment**

APPROVED BY:



Andrew Tydingco, Chairman of the Board

Dated: June 17, 2013 Time: 5:24 pm



**GUAM REGIONAL TRANSIT AUTHORITY**  
(Government of Guam)

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Rudy PL Cabana, Interim Executive Manager

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**SIGN IN SHEET**  
**GRTA Board of Directors**  
**BOARD MEETING (REGULAR)**  
**June 17, 2013 - 4:30 p.m.**

<b>BOARD OF DIRECTORS</b>		
Name	Sign In	Email Address / Phone Number
<b>Andrew Tydingco</b> <i>Chairman</i>		<a href="mailto:pokilabot@teleguam.net">pokilabot@teleguam.net</a> 929-9990
<b>Manuel Q. Cruz</b> <i>Vice-Chairman</i>		<a href="mailto:campwitek4ever@yahoo.com">campwitek4ever@yahoo.com</a> 482-2198
<b>Ginger S. Porter, M.Ed.</b> <i>Secretary</i>		<a href="mailto:ginger.porter@guamcedders.org">ginger.porter@guamcedders.org</a> 735-2478
<b>Vicente D. Gumataotao</b> <i>Board Member</i>		<a href="mailto:pitimayor@yahoo.com">pitimayor@yahoo.com</a> 472-1232
<b>Louise C. Rivera</b> <i>Board Member</i>		<a href="mailto:weezierivera@hotmail.com">weezierivera@hotmail.com</a> 888-1540
<b>Jason Cruz</b> <i>Board Member</i>		<a href="mailto:jasonleecruz44@gmail.com">jasonleecruz44@gmail.com</a> 777-2444

<b>GRTA STAFF</b>		
Name	Sign In	Email Address / Phone Number
<b>Rudy Cabana</b> <i>Executive Manager, Interim</i>		<a href="mailto:rudy.cabana@grta.guam.gov">rudy.cabana@grta.guam.gov</a> 475-4616
<b>Felix R. Dungca</b> <i>Chief Planner</i>		<a href="mailto:felixberto.dungca@grta.guam.gov">felixberto.dungca@grta.guam.gov</a> 475-4603
<b>Rally Pilipina</b> <i>Planner II</i>		<a href="mailto:rally.pilipina@grta.guam.gov">rally.pilipina@grta.guam.gov</a> 475-4620
<b>Myra Abaya</b> <i>Administrative Officer</i>		<a href="mailto:myra.abaya@grta.guam.gov">myra.abaya@grta.guam.gov</a> 300-0703
<b>Nicole Gutierrez</b> <i>Board Secretary</i>		<a href="mailto:nicole.gutierrez@grta.guam.gov">nicole.gutierrez@grta.guam.gov</a> 475-4686

<b>PUBLIC AT LARGE</b>		
Name	Sign In	Email Address / Phone Number
1. Mike Garrido – KEI		<a href="mailto:transops@keiguam.com">transops@keiguam.com</a>
2. Travis Kloppenburg - KEI		<a href="mailto:tek@keiguam.com">tek@keiguam.com</a>
3. Jermaine Alerta – Senator San Nicolas		<a href="mailto:alerta.jermaine@gmail.com">alerta.jermaine@gmail.com</a>
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## **Guam Regional Transit Authority Board of Directors**

Eddie Baza Calvo, Governor  
Raymond S. Tenorio, Lt. Governor  
Rudy PL Cabana, Interim Executive Manager

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### **Board Officers** **FY 2013**

#### ***Chairman***

Andrew Tydingco  
T (671) 929-9990  
pokilabot@teleguam.net

#### ***Vice Chairman***

Manuel Q. Cruz  
T (671) 487-2197  
campwitek4ever@yahoo.com

#### ***Secretary***

Ginger S. Porter  
T (671) 735-2478  
F (671) 734-5709  
ginger.porter@guamcedders.org

#### ***Members***

Louise Rivera  
T (671) 888-1540  
weezierivera@hotmail.com

Jason Cruz  
T (671) 777-2444  
jasonleecruz44@gmail.com

Vicente Gumataotao  
T (671) 472-1232  
pitimayor@yahoo.com

*Vacant*

### **MEETING MINUTES**

#### **Regular Board Meeting of May 20, 2013**

##### **I. Call to Order**

The meeting was called to order by Chairman Andrew Tydingco at 4:37 pm, at the GRTA conference room, Administration Building, Hagatna.

##### **II. Roll Call**

Chairman Andrew Tydingco, Vice-Chairman Manny Cruz, member Ginger Porter and member Jason Cruz were present. A quorum was established. Acting Interim Executive Manager, Rudy Cabana and others noted on the sign in sheet were also in attendance. Not in attendance: member Louise Rivera, absent and member Ben Gumataotao, off island.

##### **III. Approval of Minutes**

G. Porter moved to approve and M. Cruz seconded the motion to approve minutes of April 15, 2013.

##### **IV. Public Comment**

**NONE**

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### **V. Old Business**

#### **1. Recruitment of Executive Manager**

Rudy Cabana reported that GRTA has received two applicants and the deadline to submit an application is June 14, 2013.

A. Tydingco stated that once all applications have been received, he asked that GRTA will schedule a sit down for the board to review the applicants.

G. Porter asked if the position will remain open until filled based on the minutes of April 15, 2013.

Nicole Gutierrez reported that GRTA gave a deadline to submit applications but the position will remain open until filled.

#### **2. Update of the Veterans Transportation and Community Living “One Call, One Click” Center**

R. Cabana reported that the last meeting was held on April 26, 2013 at the ITC Building with the Building Task Force. The discussion was on the consolidation of property, proposed project and other development in the area. R. Cabana reported that Mr. Ben Servino has continued the dialogue due to Mr. Henry Taitano of GEDA stepping down. R. Cabana reported that Mr. Ben Servino will get back to the task force on the next meeting to further discuss the project.

M. Cruz asked if there was a discussion made. R. Cabana reported that a property map was provided but there still needs to be a consolidation to the property map. R. Cabana stated that Mr. Joe Santos would be able to further elaborate.

J. Santos reported that the property gives GRTA ample opportunity for other areas to utilize for the storage of buses and maintenance area. J. Santos stated that Mr. Servino was not confirmed with the money he needed to match what was needed to build the three story building. J. Santos reported that the project is using the Land Management construction plans, which is based upon being in a flood zone and the area is not in a flood zone.

J. Santos stated that he recommends that a deadline be set and if they don't have the money to match GRTA needs to move forward and seek another location to build the One Call Center. J. Santos stated that is fine that they want to consolidate into one government resource, but GRTA has a grant and that grant gives you a timeline. There are locations where GRTA could build the One Call/One Click Center, you just need to look at alternative properties.

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M. Cruz asked if that was as a standalone. J. Santos stated that it would be a standalone. J. Santos stated that as an example look at the Guam Agriculture building, the cost to build was 1 million and GRTA has that resource already to build the One Call/One Click Center. J. Santos stated that GRTA needs to begin to look at other options and present that to the committee.

R. Cabana asked Mr. Santos if it is safe to give the committee an option by August 1, 2013 and if they do not move then GRTA look for a property that would accommodate 12 busses and all the amenities that goes with the building for 1 million.

J. Santos stated that the committee be advised that they need to come up with something concrete because GRTA has 1 million and the committee wants to link that 1 million with their money but they do not have the money.

J. Santos stated that DISID has rental money but they cannot relinquish that money without getting a bond and that is where GEDA comes in. J. Santos stated the Mr. Servino was working on that with Mr. Henry Taitano, but he is no longer at GEDA. J. Santos stated that is why GRTA needs to present the committee with some hard realistic deadlines.

M. Cruz asked Ms. Porter as part of the grant when it was written, was there a condition for DISID to have the building first. G. Porter stated that yes it was. M. Cruz asked how GRTA would handle the grant now. R. Cabana stated that GRTA would need to inform the FEDS of the revision to the proposal due to DISID not acting fast enough and the project being prolonged. R. Cabana stated that GRTA would deviate from the original plan and find a property to build the 1 million dollar One Call/One Click Center.

G. Porter stated that she recommend that the issue be taken down to a meeting with Mr. Servino present. G. Porter stated that she agrees with Mr. Joe Santos in that the timelines be laid out as to what needs to be met. G. Porter stated that at one of the meetings these issues have been brought up and made aware of the deadlines that GRTA needs to meet and there could not be a lot of time spent in shifting and restructuring. Mr. Jason Cruz seconded that comment.

G. Porter stated that the difficulty of the idea in taking the 1 million and building GRTA's own building is that there are no construction plans. The problem with that is GRTA would have to borrow someone else's plans and they are larger than 1 million would build.

F. Dungca stated that he wants to put things into perspective that when GRTA, Guam CEDDERS and DISID got together to write the grant it was with good intentions. When GRTA was granted the 1.3 million we had a series of meetings with DISID. GRTA

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supports DISID and offered some seed money to go into the bond market to secure the remaining 6 million. DISID has building plans for the previous administration that needs to be updated to reflect the new building codes. F. Dungca stated that things were coming together, however as time passed and GRTA continued to have a series of meetings an emphasis to Mr. Servino that the clock is ticking and GRTA has not seen several things. An MOU between GRTA and DISID that outline their respective roles, Mr. Ben Servino mentioned that he had seed money of \$300,000 from GHURA to update the building plans; that still has not happened. The property have DISID has title to has tremendous potential and now they have building plans from Land Management from 20 years ago that need to be updated as well.

F. Dungca stated that he has been working with DPW Rights of Way who have identified two properties in Harmon Loop Road for GRTA to build their own building. Mr. Joe Santos has also identified land in Tiyan that may be available which gives GRTA some possibilities.

F. Dungca stated that R. Cabana is right in setting a deadline and having to notify the FEDS of the revision of the grant. The first thing the FEDS are going to ask is if GRTA has their own property. F. Dungca stated that if the board decides that they want to go in the direction of Plan B then things need to happen fast to acquire a piece of property under GRTA.

M. Cruz stated that he would like to know how GRTA would unhinge the 1 million from the master plan and whether the FEDS would be agreeable. G. Porter stated that the only way to unhinge from the master plans is to get approval from the FEDS.

J. Cruz stated that he agrees that there needs to be a timeline and he would hate to see the money be take away because GRTA did not act on it.

A. Tydingco stated that he would like GRTA to formulate a plan, Plan A to continue with DISID, setup Plan B as a backup and schedule a meeting with Mr. Servino to follow-up and have a paper trail to track the progress. A. Tydingco stated that by the next board meeting if there is no progress with DISID then at the next board meeting the board can initiate Plan B and all the factors mentioned before submitting a revision to the FEDS.

### **3. Status on Fiscal Year 2014 Budget**

M. Abaya reported on the budget and provided several reports for the Board of Directors information.

G. Porter asked if the staff has taken a look at operations for the quarter of March, April and May to see if adjustments need to be made due to the new schedule. If Saturdays

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needed to be adjusted and is the operation running efficiently or could one bus be shifted from one service to another, as well as how vital are all the new routes.

R. Cabana stated that he would get that information and provided to the board.

#### **4. Status Transit (Bus) Procurement**

R. Cabana reported that the IFB/Bus Procurement documents have been hand delivered to OAG on May 14, 2013 and is currently going through Round 2 of the legal review.

F. Dungca reported that the FEDS approved and extension of the ARRA to July 2014.

#### **5. Status IFB (Invitation for Bid) for GRTA Service Contract Service and new Transit Routes and Schedules + VTCLI + New Fares (NEW ADDITIONS)**

R. Cabana reported that the IFB documents have been hand delivered to OAG on April 9, 2013 and will continue to work with the OAG.

R. Cabana stated that he will have Mr. Dungca provide a bi-weekly status report on what is going on with the legal review of both projects in order to keep the board apprised as to the status.

#### **6. GRTA Office Relocation**

R. Cabana reported that BBMR/ DOA Accounting has finally approved and loaded the funds into GRTA's account. Per Myra it is up to GSA now to complete the IFB for GRTA's Office Space. The office space requested is 2,500 square feet which includes a backup generator, 8 parking stalls, bus parking, 24/7 security guard.

M. Abaya reported that the requisition for the office space has already been cut and given to Mr. Cabana for review and to provide to the board for their comments. If everything is okay it will be officially transmitted to GSA. Then GSA would be the one to package the bid invitation and announce it. It would be GSA to decide on the final office space.

A. Tydingco asked what the time was frame from when the Executive Manager signs the requisition to when GRTA needs to vacate. R. Cabana stated that June 1, 2013 was the date to vacate. M. Abaya stated that she didn't think June 1, 2013 would be the date but noted in the requisition that GRTA would like it to happen by June 1, 2013. A. Tydingco asked if GRTA would be allowed to stay in the building in June. M. Abaya stated that GRTA has been looking for a place and would ask that they allow the agency to stay until the bid has been fully awarded.

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G. Porter stated that the security of the buses is not fully defined in the specifications. The staff needs to fully define the type of security needed otherwise it would not be given.

### **7. Board Vacancies**

R. Cabana reported that Carmen Taitano (DOE), has not turn in her application. She stated is still interested in becoming a board member, but the federal management personnel are on island and have been reviewing DOE federal grant programs. The second interested individual is Vera Belechi who is currently Active Army and her commander informed her that she could not serve as a GRTA Board Member while being an active duty soldier. The third interested individual is Ms. Faye Ovilles who Nicole sent the application to her to fill out and turn in to Governor for his review.

### **8. Status on recruitment of Attorney – MOU**

R. Cabana reported that the MOU still needs another signature from the Governor as the Front Office overlooked one page that required his signature.

G. Porter asked when GRTA anticipates the AG to be on board. M. Abaya stated the estimated date being June 1, 2013 so that GRTA would pay a full monthly cost to the AAG.

G. Porter asked if the office staff has set the priority of project for the AG to work on. M. Abaya stated that it is stated in the MOU. G. Porter stated she would like to include the franchise as part of the projects for the AAG. M. Abaya stated that would require another amendment to the MOU. M. Abaya stated that the MOU is good through September 30, 2013. G. Porter stated that she would like it to be added in the next round for FY'14.

### **9. Fiscal Year 2013 – Paratransit Active Client Count**

R. Cabana reported to the board on the active paratransit client count:

- **Total Riders: 434**
  - Conditional Riders: 360
  - Unconditional Riders: 72
  - Temporary Conditional Riders: 2

## **VI. New Business**

### **1. Advisory Committee**

R. Cabana reported that GRTA would like to look at creating an advisory committee to have members of the community who ride the public transit service provide input. R.



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Cabana stated that he would like to see if Mr. Jason Cruz would take on the project of creating the committee consisting of 8 members.

G. Porter reported that in the old Guam Mass Transit Authority (GMTA) had an advisory board. G. Porter stated that when GRTA Board first came being it was felt that since there were two riders sitting on the board there would be enough input. G. Porter stated that she felt that GRTA needs greater and more diverse input to the transit needs. The Advisory Committee would not have authority but will be able to provide input back to the board.

G. Porter stated that the Board of Directors meetings do allow a 15 minute public comments, however it does not capture all the needs.

J. Cruz stated that he felt it was a good idea and he would work on spear heading the committee with GRTA's Executive Manager.

G. Porter to move that GRTA establish an Advisory Committee consisting of 12 individuals who are riders of the transit system. M. Cruz seconded the motion. The establishment of GRTA's Advisory Committee consisting of 12 individuals who are riders of the transit system was approved unanimously.

### **2. Off-Island Seminar/Workshops for GRTA Staff:**

- **RALLY PILIPINA:** Request to attend FTA FY13 State Management Review Program Workshop in San Francisco, California: June 5-6, 2013.
- **MYRA ABAYA:** Request to attend FTA FY13 Financial Management Oversight Seminar in Los Angeles, California: June 18-19, 2013.
- **MYRA ABAYA:** Request to attend FTA FY13 Procurement Review Workshop in San Francisco, California: July 17-18, 2013.

M. Cruz to move to approve the travel request for off-island seminar/workshops for Rally Pilipina and Myra Abaya. G. Porter seconded the motion. The travel request for off-island seminar/workshops for Rally Pilipina and Myra Abaya was approved unanimously

## **VII. Executive Session**

NONE

## **Guam Regional Transit Authority Board of Directors**

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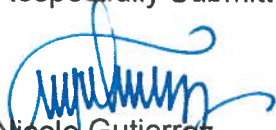
### **VIII. Announcements**

1. P.L. No. 32-031, Bill No. 65-32 (COR) – copies provided to the board for their information.
2. Board of Directors Summer Schedule (who will not be present at upcoming meetings to email Board Secretary)
  - G. Porter – vacation from June 19, 2013 – August 17, 2013
3. G. Porter would like to invite Carla Torres to provide training to the staff on Voiceye software prior to the next board meeting.
4. Off-island travel for Rudy Cabana attending CTAA Expo 2013; Albuquerque, New Mexico: June 2-7, 2013
  - Appointment of Interim Acting Executive Manager – Myra Abaya, June 1-7, 2013

### **IX. Next Board Meeting** June 17, 2013

### **X. Adjournment** The meeting was adjourned at 5:48pm

Respectfully Submitted,



Nicole Gutierrez  
GRTA Board Secretary

Attachments: Sign in Sheet, May 20, 2013  
Resolution No. 2013-02 - Interim Appointment No. 2  
Board Action – Rally Pilipina - FTA FY13 State Management Review Program Workshop  
Board Action – Myra Abaya - FTA FY13 Financial Management Oversight Seminar  
Board Action – Myra Abaya - FTA FY13 Procurement Review Workshop



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**SIGN IN SHEET**  
**GRTA Board of Directors**  
**BOARD MEETING (REGULAR)**  
**May 20, 2013 - 4:30 p.m.**

BOARD OF DIRECTORS		
Name	Sign In	Email Address / Phone Number
Andrew Tydingco Chairman		<a href="mailto:pokilabot@teleguam.net">pokilabot@teleguam.net</a> 929-9990
Manuel Q. Cruz Vice-Chairman		<a href="mailto:campwitek4ever@yahoo.com">campwitek4ever@yahoo.com</a> 482-2198
Ginger S. Porter, M.Ed. Secretary		<a href="mailto:ginger.porter@guamcedders.org">ginger.porter@guamcedders.org</a> 735-2478
Vicente D. Gumataotao Board Member		<a href="mailto:pitimayor@yahoo.com">pitimayor@yahoo.com</a> 472-1232
Louise C. Rivera Board Member		<a href="mailto:weezerivera@hotmail.com">weezerivera@hotmail.com</a> 888-1540
Jason Cruz Board Member		<a href="mailto:jasonleecruz44@gmail.com">jasonleecruz44@gmail.com</a> 777-2444

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Rally Pilipina Planner II		<a href="mailto:rally.pilipina@grta.guam.gov">rally.pilipina@grta.guam.gov</a> 475-4620
Myra Abaya Administrative Officer		<a href="mailto:myra.abaya@grta.guam.gov">myra.abaya@grta.guam.gov</a> 300-0703
Nicole Gutierrez Board Secretary		<a href="mailto:nicole.gutierrez@grta.guam.gov">nicole.gutierrez@grta.guam.gov</a> 475-4686

PUBLIC AT LARGE		
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2. Travis Kloppenburg - KEI		<a href="mailto:tek@keiguam.com">tek@keiguam.com</a>
3. Jermaine Alerta - Senator San Nicolas		<a href="mailto:alerta.jermaine@gmail.com">alerta.jermaine@gmail.com</a>
4. Ariel Dimalanta		<a href="mailto:ariel.arielco@gmail.com">ariel.arielco@gmail.com</a>
5. Joe Santos		
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May 20, 2013

**MEMORANDUM**

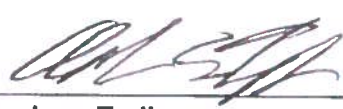
To: Board of Directors  
From: Executive Manager, Interim  
Subject: FTA FY13 State Management Review Program Workshop

This is a request for the Board of Approval to send Rally Pilipina to the FTA FY13 State Management Review Program Workshop to be held in San Francisco, California, June 5<sup>th</sup> - 6<sup>th</sup>, 2013 (Registration Fee – NO CHARGE).

Workshop brochure is attached for your information.

**BOARD ACTION:** ☒ **APPROVED** ☐ **NOT APPROVED**  
Dated this 20<sup>th</sup> day of May 2013


**BOARD OF DIRECTORS:**


  
\_\_\_\_\_  
**Andrew Tydingco**      **Date**  
Chairman

\_\_\_\_\_  
**Louise C. Rivera**      **Date**  
Board Member

  
\_\_\_\_\_  
**Manuel Q. Cruz**      **Date**  
Vice-Chairman

\_\_\_\_\_  
**Vicente D. Gumataotao**      **Date**  
Board Member

  
\_\_\_\_\_  
**Ginger S. Porter, M.Ed.**      **Date**  
Board Member/Secretary

  
\_\_\_\_\_  
**Jason Cruz**      **Date**  
Board Member



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May 20, 2013

**MEMORANDUM**


To: Board of Directors  
From: Executive Manager, Interim  
Subject: FTA FY13 Financial Management Oversight Seminar

This is a request for the Board of Approval to send Myra Abaya to the FTA FY13 Financial Management Oversight Seminar to be held in Los Angeles, California, June 18<sup>th</sup> - 19<sup>th</sup>, 2013 (Registration Fee – NO CHARGE).


Seminar brochure is attached for your information.

**BOARD ACTION:** ☒ **APPROVED** ☐ **NOT APPROVED**  
Dated this 20<sup>th</sup> day of May 2013

**BOARD OF DIRECTORS:**


  
\_\_\_\_\_  
Andrew Tydingco Date  
Chairman

  
\_\_\_\_\_  
Manuel Q. Cruz Date  
Vice-Chairman

  
\_\_\_\_\_  
Ginger S. Porter, M.Ed. Date  
Board Member/Secretary

\_\_\_\_\_  
Louise C. Rivera Date  
Board Member

\_\_\_\_\_  
Vicente D. Gumataotao Date  
Board Member

  
\_\_\_\_\_  
Jason Cruz Date  
Board Member



**GUAM REGIONAL TRANSIT AUTHORITY**  
(Government of Guam)

Eddie B. Calvo, Governor  
Raymond S. Tenorio, Lt. Governor  
Rudy PL Cabana, Interim Executive Manager

P.O. Box 2896  
Hagatna, GU 96932

Phone: (671) 475-4686 or 4616  
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May 20, 2013

**MEMORANDUM**


To: Board of Directors  
From: Executive Manager, Interim  
Subject: FTA FY13 Procurement Review Workshop

This is a request for the Board of Approval to send Myra Abaya to the FTA FY13 Procurement Review Workshop to be held in San Francisco, California, July 17<sup>th</sup> - 18<sup>th</sup>, 2013 (Registration Fee – NO CHARGE).


Workshop brochure is attached for your information.

**BOARD ACTION:** ☒ **APPROVED** ☐ **NOT APPROVED**  
Dated this 20<sup>th</sup> day of May 2013

**BOARD OF DIRECTORS:**

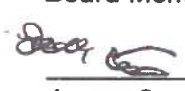
  
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**Andrew Tydingco**      **Date**  
Chairman

  
\_\_\_\_\_  
**Manuel Q. Cruz**      **Date**  
Vice-Chairman

  
\_\_\_\_\_  
**Ginger S. Porter, M.Ed.**      **Date**  
Board Member/Secretary

\_\_\_\_\_  
**Louise C. Rivera**      **Date**  
Board Member

\_\_\_\_\_  
**Vicente D. Gumataotao**      **Date**  
Board Member

  
\_\_\_\_\_  
**Jason Cruz**      **Date**  
Board Member

## GUAM REGIONAL TRANSIT AUTHORITY

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June 17, 2013

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### REPORT TO THE BOARD OF DIRECTORS - Old Business

1. **VTCLI** – Joe Santos completed Draft VTCLI RFP for GRTA. Felix to review, edit RFP and Work Scope. Upon completion, submit the packet to the AG for review. In the meantime, from the VTCLI RFP, Felix to create, copy and paste an SOP for the VTCLI.
  - a. I'll be scheduling a work session with Mr. Chairman, Ben Servino, Rally and Nicole to revisit the propose cost of the GRTA/VTCLI office space and the FTA "One Million Dollars". Discussion will be the following; Increase GRTA's office space to 4,000 square feet Include a Maintenance Management Shop, and open bay area for Transit Buses maintenance propose total is 6,000 square feet for the Maintenance facility.
  - b. GRTA would like to amend the MOU for GRTA/ VTCLI office space usage to 4,000 square feet and a vehicle maintenance management office space and repair transit services building facility, 6,000 square feet. Should GRTA come into an MOU agreement between DISID. GRTA can provide an additional FTA funding of \$200,000 dollars to support and provide GRTA overall facilities.
2. **Invitation for Bid (IFB) for Procurement of transit buses** - Status Report- Legal review #2 is ongoing by OAG. Draft SOP for Transit Buses to be provided by Felix.
3. **Invitation for Bid (IFB) for Transit Service Contract** - Status Report- Legal review is ongoing by OAG. Draft SOP for Transit Contract to be provided by Felix.
4. **GRTA Office Space Lease:** Requisition was submitted to GSA for packaging and announcement of bid invitation. As of now it is under review by GSA. I will follow up with GSA this week.
5. **Board Vacancies:** Both Carmen Taitano and Vera Belieu decided to cancel out. Former GMTA Board Member Fe Ovalles a former GMTA member is interested in becoming a board member. Nic send the application packet to Ms. Ovelles. Waiting for here to submit the application.
6. **Assigned Attorney General MOU:** AG Deborah Rivera Report: For FY2013, the documents are complete. AG are ready to cut a GG1 to bring on a full time LTA attorney. The candidate the AG has decided upon is presently an Attorney II-2 on the government attorney. Deborah will be working the AAG to brief and provide the AAG information regarding GRTA ongoing projects. From there the AAG will move to GRTA' office.
6. **Fiscal Year 2013 - 2014 Budget:** Myra to date: GRTA has completed and updated requirements with BBMR and DOA Accounting. Please see attach
7. **GRTA Office Space Lease:** Requisition was submitted to GSA for packaging and announcement of bid invitation. As of now it is under review by GSA. I will follow up with GSA this week.
8. **Transit Schedules** – Per Mr. Garrido KEI changes for schedules need to be revise in the next 3-4 months.

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- a. Greenline: Remove Buenas Mart and add the old Papa Nijok store in Inarajan.
  - b. Green Express: V.A. Hospital we need to find out what is the hours of operations and not go there when they are closed. It is very difficult for the bus to reverse back when the gate is closed.
  - c. Redline: Leave alone for now it seems ok.
  - d. Greyline: This route has too tight of a schedule. We suggest that we move GHURA 506 to Hafa Adai Market, Wusstig Mart bus stop to Dededo Center which is out by the light entering Wusstig Rd.
  - e. Blueline 1: Leave alone for now it seems ok
  - f. Blueline 2: Leave alone for now it seems ok.
  - g. Blue Express: Leave alone for now it seems ok.
  - h. We need to do another review again in about 3 to 4 months
9. **Advisory Committee** – No update to report
  10. **Transit Shelter Tumon/ Islandwide** – Lt. Governor Ray Tenorio wanted a status report from GVB. Mr. Nate Denight GVB Deputy Director response to the LT. was the GVB's attorney is almost done with the MOU between GVB and GRTA.
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END OF REPORT

Rudy PL. Cabana  
Acting, Executive Manager  
GRTA

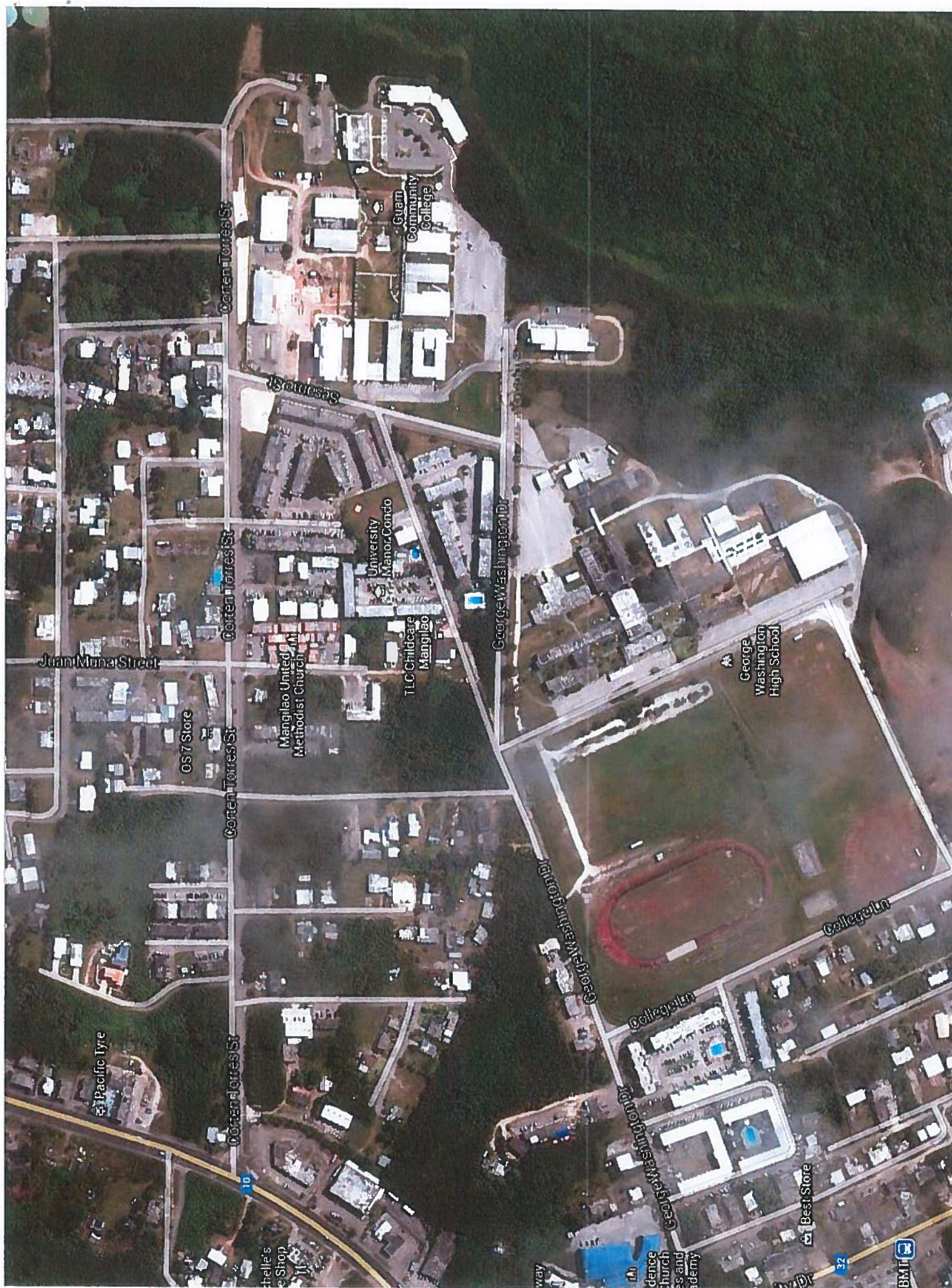




**AERIAL MAP OF**

**SESAME STREET -  
CORTEN TORRES STREET**











# **REINSTATEMENT INFORMATION**

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the highest. Prior eligibility lists resulting from a continuous examination announcement shall be merged by ranking the names of all successful applicants in order of their final earned rating.

#### **4.404 Determination of Rank in Event of Tie**

Final earned ratings shall be calculated to two decimal places and ranked from highest to lowest. When, upon certification of eligibles in accordance with Rule of Five (Rule 4.410) a tie score occurs within the top five/ten eligibles, such tied scores shall not be broken and all such eligibles shall be certified as being the fifth eligible.

#### **4.405 Duration of Eligibility**

An eligible on a departmental, government-wide, or open competitive eligibility list, shall have eligibility for employment consideration for one year from the date the list was established. Once a list is established, its life should be viable for one year. Whenever a position is re-announced at the discretion of the Director, and a new eligible list is established, the names of eligibles on a former list, which has yet to expire, shall be combined with those on the new list according to final score.

#### **4.406 Reappointment Lists**

Reappointment is the employment to a different department through competition, of a former classified permanent employee who was separated without cause through resignation or retirement, to the same or comparable position within the jurisdiction of these rules that the individual held at the time of separation. This reappointment privilege shall be for a period not to exceed four years from the date of separation. Former employees seeking reappointment shall apply to the Director, who shall determine whether the former employee meets the current minimum qualification requirements for the class to which reappointment is requested. The appointing authority shall require the employee to serve a new probationary period. Former employees who are reappointed, may be hired at the salary they held prior to their separation. Qualified employees shall be placed on the reappointment list and shall be accorded priority certification under an open competitive eligibility list.

- 
1. the employee meets the minimum qualification requirements for the position which he seeks movement, including any assembled examination requirements.
  2. movement is within the same class of position, or from one class of position to another class of position having comparable duties and responsibilities and qualification requirements.
  3. any such transfer shall require clearance of the Director and the consent of the employee. The employee shall give the releasing department reasonable notice of the transfer. Prior approval for the transfer is not required by the releasing department. The releasing department cannot require the employee to resign.
  4. any employee affected by this section shall not have affected adversely his government service, retirement credits, sick or annual leave and other fringe benefits normally granted to an employee of the government.
  5. The appointing authority may require a transferred employee to serve a probationary period.

B. Inter-Governmental

The transfer of an employee of any Federal, State or other local government to the government of Guam may be made when the following conditions are met:

1. the position requires highly developed skills and technical abilities as determined by the Director.
2. the employee meets the minimum qualification requirements for the position, including any assembled examination requirements.

**4.502 Reemployment**

- A. A permanent classified employee who separated through resignation or retirement while in good standing may be eligible for reemployment, without competition, to the same or comparable position in the same department within four years

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from the date of separation, except that law enforcement personnel who have retired and are granted honorary promotions, shall have reemployment rights to their former permanent positions prior to their honorary promotion. For reemployment, the person must be certified by the Director as meeting the current minimum qualification requirements for the class to which reemployment is requested. A reemployed employee may be hired at not less than the salary earned at the former position. Reemployment appointments are not subject to the certification procedures as described in these rules. Former employees covered by this Rule shall not be affected by the Merit Career Plan requirements.

- B. An employee who separates in good standing during a new probationary period, shall be required to serve the remainder of the new probationary period upon reemployment to the same position, subject to these rules. Otherwise, the Appointing Authority may require the employee to repeat another new probationary period.

#### **4.503 Reinstatement Immediately After Active Military Service**

A permanent classified employee of the government of Guam, who terminates such employment for the sole purpose of entering active duty in the Armed Forces of the United States, shall be entitled to limited military leave for such periods and under such conditions as may from time to time be determined by the Civil Service Commission, and upon termination under honorable conditions of such active duty, be entitled to reinstatement in his previous position or its equivalent, in the step within his former pay, to which such employee would have been entitled but for his military service, provided that such employee makes application for such reinstatement within 90 days after discharge, and provided further that at the time of such application, he shall be on military leave status with the government of Guam consistent with these rules.

#### **4.504 Voluntary Demotions**

Intra-departmental and inter-departmental demotions may be made when the following conditions are met:



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### **13.003 Withdrawal of Resignation**

With the consent of the Appointing Authority, a resignation may be withdrawn by the employee at any time prior to the effective date of the resignation.

### **13.004 Resignation in Good Standing**

A resignation shall be deemed to be in good standing when it is made voluntarily and not as a direct result of a final adverse action or criminal conviction. With the exception of an employee serving an original probationary period, an employee who resigns in good standing shall have reemployment/reappointment rights consistent with Title 4, Guam Code Annotated and Rules 4.406 and 4.502.

### **13.005 Resignation Pending Adverse Action**

An employee who resigns after receipt of a notice of proposed adverse action is deemed to have resigned voluntarily and has no right to appeal to the Civil Service Commission. Any employee who resigns under this section and is subsequently convicted of a crime based on the same facts which form the basis of the adverse action, shall be deemed not to resign in good standing.

## **13.100 TERMINATION OF EMPLOYMENT**

### **13.101 Termination of Employment**

An appointing authority may terminate the services of an employee for any of, but not limited to, the following reasons:

- A. The duration of the temporary period of employment is ended.
- B. The employee failed to demonstrate satisfactory work performance during the original probationary period or failed to satisfy other conditions of employment.
- C. For misconduct, in which case, the adverse action procedures shall be adhered to. (See Adverse Action Procedures)



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June 12, 2013

**MEMORANDUM**

**TO:** Rudy P.L. Cabana, Interim Executive Manager; Felixberto R. Dungca, Chief Planner; Board of Directors

**FROM:** Rally M. Pilipina, Transportation Planner II/Federal Programs Project Manager

**SUBJECT:** FY 2013 State Management Review Workshop

Buenas yan Hafa Adai! I'm pleased to report that the Federal Transit Administration (FTA) has done a good job in providing their grantees technical assistance concerning the 14 SMR review areas that the FTA grantees have to comply with base upon FTA grant requirements. On Wednesday, June 5, 2013, the following SMR review areas were discussed: 1.) Program Management, 2.) Grant Administration, 3.) Project Management, 4.) Financial Management. On Thursday, June 6, 2013, the presentations on the SMR review areas are as follows: 5.) Procurement, 6.) Disadvantaged Business Enterprise, 7.) Asset Management, 8.) Lobbying, 9.) Charter Bus, 10.) School Bus, 11.) American with Disabilities Act, 12.) Title VI, 13.) Equal Employment Opportunity and 14.) Drug and Alcohol/Drug-Free Workplace Act Programs.

The DMP Group headed by Maxine Marshall and John Potts conducted the State Management Review Workshop. They are also assigned to do the triennial site visit next year to Guam. Their presentations were based upon FY 2013 FTA State Management Review Manual which was developed by FTA to inform and train their grantees. The training manual is a summary and compilation of all 14 SMR review areas that enumerate areas that the grantees have to comply with. With this, the FTA grantees have easier time understanding the grant requirements; instead of researching, studying, and interpreting lengthy circulars, directives, and requirements. The objectives of the SMR technical assistance are to clearly describe key Federal requirements, to plainly discuss the grantees oversight responsibilities, to drastically improve grantees ability to provide technical assistance to and oversee the sub-recipients/third party contractors, and to share practical solutions concerning compliance to grant requirements.

Aside from the above, SMR procedures were discussed to inform the grantees of the steps that have to be taken and the documents that have to be provided to the state management reviewers prior and during the site visit. In addition, with the recent changes in FTA grant requirements, the FTA grantees were informed of the current updates to the requirements of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for users (SAFETEA-LU). However,

with the funding authorization for FY 2013 which is Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), the requirements are not covered by this training manual.

Bernardo Bustamante, FTA Region 9 Program Management & Oversight Director; Audrey Bredehoft, FTA Region 9 Transportation Program Specialist; and Roxanne Hernandez, FTA Region 9 Transportation Program Specialist participated in the workshop. While, Leslie Rogers, FTA Region 9 Regional Administrator, and Edward Carranza, Jr., FTA Region 9 Deputy Regional Administrator visited the workshop to express their support and to ensure the compliance of the participating grantees from California, Hawaii, and Idaho Department of Transportation, Northern Marianas Islands Commonwealth Office of Transit Authority, and Guam Regional Transit Authority to FTA grant requirements.

The main idea I learned from this workshop through each session was about the importance of GRTA compliance to FTA grant requirements. Thank you very much for giving me the opportunity to attend this conference.



**RALLY M. PILIPINA**  
GRTA's Transportation Planner II

CC Administrative Officer, Board Secretary

**Trip Report for Guam Regional Transit Authority**

**Submitted by: Rudy PL. Cabana**

**CTAA EXPO 2013 Conference**

**Saturday, June 1, 2013      Travel Day**

**Saturday, June 1, 2013      Arrived CTAA Expo 2013  
Albuquerque, New Mexico**

**Sunday, June 2, 2013      07:00 - 1700**

Next day reported to the Expo Registration Convention Albuquerque Center. Picked up my training packet and later that day attended the National Community Transportation Rodeo "The Pit" parking lot.

Gained insight knowledge and information from various state management, drivers and staff with the duties and responsibility regarding the public transportation safety and securement with transit buses operations, and talk other participants in the event regarding their other state roles in public transportation.

In the Rodeo event included drivers competing with one another from different states operating the transit buses. Volunteer judges, safety officer and other participant were monitoring and grading the drivers. Making sure the Rodeo participants are in compliance of the Federal Transit rules and regulations. Later that evening awards were presented to the Rodeo participant winners at the Hyatt Regency.

**Monday, June 3, 2013      0900 – 1700**

Day 1 Vehicle Maintenance Management and Inspection (VMMI) The training program promotes the community transportation industry's commitment to safe, reliable transportation through building the professional skills of maintenance personnel and managers. Mr. Halsey King provided evaluation and insight training Vehicles Maintenance Management Inspections curriculum suggested activities design for three day training formats.

**Tuesday, June 4, 2013**

Day 2 of the workshop provided how preventive maintenance is an essential element to transportation. PM requires the Contractual Service Provider Management and Supervisors to perform regularly scheduled maintenance procedures in order to minimize malfunctions and breakdowns, rather than the simply making repairs when something goes wrong. It also, involves performing necessary repairs promptly to prevent further damage, higher cost and to maintain vehicle safety. Preventive Maintenance could be more expensive in short terms if the service provider does not up keep their fleet in tip top shape.

**Wednesday, June 5, 2013**

Day 3 of the work session provided information in selecting the Appropriate Vehicle to Meet the Changing Needs of Your System. Important discussion regarding choices made for new vehicles, including sizing of vehicles, cost comparisons, regional and state requirements, maintenance & tooling, warranties, plant inspections, and training.

CTAA EXPO 2013 Trade Fair – Day 1. The floor is vast; this is the most comprehensive collection of community transportation vendors, manufacturers, and consultants assembled on an annual basis. This year it is clear that multiple manufacturers are addressing the wants and needs of the market to have low floor, ramp entry vehicles. Users underscore the time efficiency of boarding and disembarking passengers using mobility devices.

Vendors of interest:

Vehicles: Champion Bus, El Dorado National, Dallas Smith (low floor framing), StarTrans, and others I couldn't cover (Collins Bus, Glaval Bus, Goshen Coach, Arboc)

**Thursday, June 6, 2013**

CTAA Expo 2013 Trade Fair – Day 2 VTCLI Software systems: Met with Jarat Mobilitat, Shah Software, and Route Match Representative. Discussion included software features high tech innovation computer network that will support the VTCLI (Veterans Transportation Community Living Initiative) and its demand to improve the Communication One Stop Center dispatching, scheduling and other related transportation need for Human services.

## Safety and Security for Community Transportation “The Way Forward”

New safety requirements are the most important change to Map 21 (Moving Ahead for Progress in the 21<sup>st</sup> Century). MAP 21 was signed into law by President Obama on July 6, 2012. Extends current law (SAFETEA-LU) through September 30, 2012. Went into full effect October 1, 2012. Authorizes programs for two years, through September 30, 2014. Learned how these new regulations will impact your organization, and how CTAA’s training and certification programs can help GRTA address the requirements.

Moderator Charles Dickson CTAA Director, Wash. DC

Professional Development Workshops:

Picking a winner: How to choose the right vehicle for your system

Vehicle Management and Procurement: In an effort to be more responsive to customer needs and service efficiency, transit systems are finding that various-sized vehicles are needed for different types of service. Selecting the Vehicle to Meet the Changing Needs of Your System. Important discussion regarding choices made for new vehicles, including sizing of vehicles, cost comparisons, regional and state requirements, maintenance & tooling, warranties, plant inspections, and training special interest.

The workshop will enhance the buyer to look at the factory transit management to consider when beginning the procurement process for vehicles, including maintenance and operational costs, environment, service type, contracts, capacity and customer needs.

- Moderator Ann August, BJCTA Birmingham, AL,
- Speakers Kelly Shawn, Community Transportation Association of America, Wash.D.C;
- Halsey King, Halsey King & Associates, Carlsbad, Ca.

**Friday, June 7, 2013**

**Happy Trails Closing Breakfast. This is a traditional closing.**

**Saturday, June 8, 2013,      Travel Day**

**CTAA EXPO 2013 Conference**

**Sunday, June 9, 2013**      Return travel to Guam.

My great experience, training skills learned from the CTAA Expo 2013 conference and EXPO is extremely comprehensive and would be best for GRTA more staff to attend the next Community Transportation of America Association (CTAA) Expo 2014, and continue to gain knowledge to what new and annotative transportation demand are moving forward.

I thank the GRTA Board for their support in providing me this opportunity and to Region 9 for approving the expenditure.

**CTAA EXPO 2013 Conference**

**Sunday, June 9, 2013** Return travel to Guam.

The conference and EXPO is extremely comprehensive and would be best for GRTA next year provide at least an additional staff to attend the next Community Transportation of America Association (CTAA) Expo 2014, and continue to gain knowledge to what Guam's transportation needs are moving forward.

Once again, I thank the GRTA Board for their support in providing me this opportunity for approving the expenditure.

Si Yu'os Ma'ase

/S/

Rudy PL. Cabana

Acting, Executive Manager

Guam Regional Transit Authority